APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
Department of Transit Systems Operations Division of Claims 125 Pine St., NE	Date Received DEC 9 1977	Application No. 77-504	Date Completed DEC 20 1977
	1. Application	2. Dept. Application No.	

4. Person to Contact	5. Working Title	6. Telephone Number
Sharon Owens, Claims	Claims Clerk	586-5403

7. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

8. Dates of Series		9. Records Series Title *(followed by title used in office; if different)*
Earliest	Latest	Workmen's Compensation Claim Files
1964	Presnet	

10. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

SEE ATTACHED

11. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Filings of reports of accident and claims of injury which occured on the job, and the payment of funds as to workmen's compensation benefits and medicals

Included are: Form 15, employer's first report of injury – Form 16 agreement of payment between employee and employer – Form 17 record of first payment – Form 18 and 20 physicians statements and billings – Form 19 agreement to cease compensation or agreement to begin payment of compensation or agreement of disability settlement payment– Form 25 Lump Sum Agreement – and related forms and physicians letters and or billings –SEE ATTACHED

File is arranged: numberically, by claim number, by year

12. Monthly Reference Rate   How often are records referred to which are:

One to six months old ___20___ ; Seven to twelve months old ___10___ ; Thirteen to twenty-four months old ___5___ ; twenty-five months and older ___0___ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers __1/2__ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

3012 (3/76)

YES	NO	14. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series?
		If not, where is it?
✓		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		Medical information included
	✓	c. Is this a vital record?
	✓	d. Does this series have historical or long term research value?
✓		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	✓	f. Is the information contained in this series ever published? If yes, attach copy.
	✓	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series (or a major portion of it) regularly microfilmed?
	✓	j. Does the record series result in a computer printout?

15. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.	d. Audit period _____ years.
b. Statute of limitation _____ years.	e. Administrative need _____✓_____ years.
c. Federal law _____ years.	f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

Calendar Year; ☐ Fiscal Year; ☑ Other _____ then,

Upon closure remove from active file, place in current files area

☐ⁿ Hold in the current files area _____ month(s) ____1____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ____9____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

77-504

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved Department Records Management Officer	Date	Approved Legal Counsel	Date
William R. Barnes	12-2-77	_Wayne P Crowley_	
Approved Division Head/Designee	Date	Approved Division of Audit	Date
William R. Barnes	12-2-77	_L Bath_	12/5/77
Approved Department Head/Designee	Date	Approved Department of Archives and History	Date
John J Welot	12/2/77	_Candll Hart_	12-20-77
Approved Records Management Analyst	Date	Approved MARTA Management Advisory Committee	Date
Saylor K Har	12/2/77		